

# Zangle Gradebook Setup Guide

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**Introduction to Gradebook:** Zangle Gradebook is a web-enabled application used by teachers to organize class assignments and track the scores their students receive on given assignments. Teachers can access GradeBook via the internet from home or from school. GradeBook will calculate the grade-to-date for each student according to options defined and post the final grades to the report card tables in the Zangle Desktop system.

Web application can be launch through:

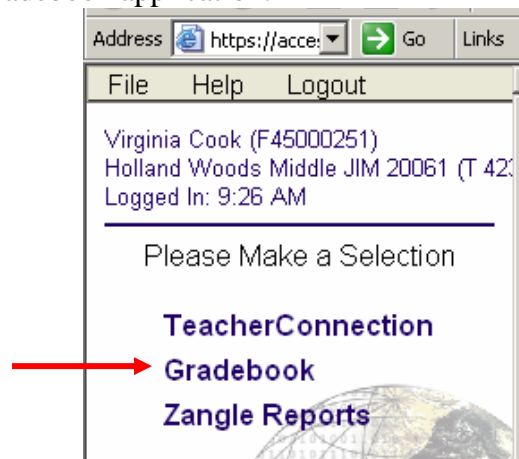
- ❖ School web page
- ❖ District web page <http://zangle.mcps.k12.mt.us/ZangleConnect/login.aspx> or
- ❖ By entering URL in the Address field of your browser

**Login** – login in using your Zangle ID and Zangle password

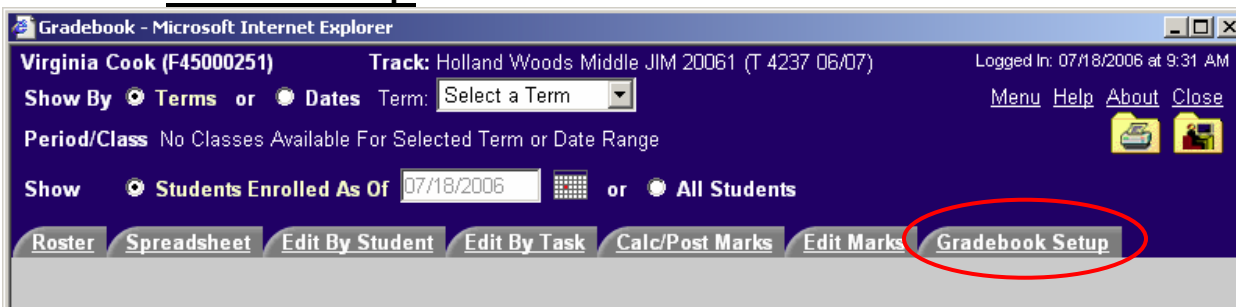
If you are at more than one school, the next screen will ask you to select a Track (school)

From the menu click on the *Zangle Connect* option

From the Zangle Menu select Gradebook application.



Click on the **Gradebook Setup** Tab



From the *Gradebook Setup* menu select *Teacher Preference*

The screenshot shows the 'Gradebook Setup' menu on the left with 'Teacher Preferences' selected. The main area displays the 'Teacher Preferences' form with various settings and radio buttons for 'Off' or 'On'.

Teacher Preferences	
Calculate grades using only tasks through current date:	<input type="radio"/> Off <input type="radio"/> On
Display only currently active students in rosters:	<input type="radio"/> Off <input type="radio"/> On
Display point totals with calculated grades:	<input type="radio"/> Off <input type="radio"/> On
Include students enrolled as Teacher Assistants (TA) in rosters:	<input type="radio"/> Off <input type="radio"/> On
Use ENTER key to tab when entering scores (IE only):	<input type="radio"/> Off <input type="radio"/> On
Edit assignment scores on Spreadsheet Tab:	<input type="radio"/> Off <input type="radio"/> On
Default comments to be shared in Student Profile and ParentConnection:	<input type="radio"/> Off <input type="radio"/> On
Sort assignments descending by due date:	<input type="radio"/> Off <input type="radio"/> On
When launching Gradebook, default selected term to:	Current Term

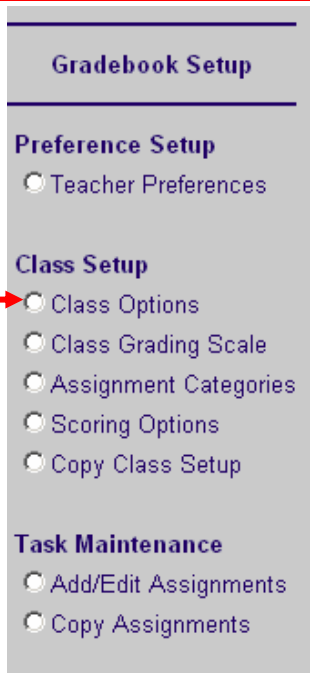
Submit Reset

**Preference Setup / Teacher Preference** – set global options on how Gradebook will function. These choices will be applied to all your classes.

- ❖ Calculate grade ... when turned 'On' assignments will be calculated only thru today's date. Future assignments *will not be* included in the calculation.
- ❖ Display only active students ... when turned 'On' only students that are assigned to your class as of today will display. Students that have withdrawn from your class are not displayed.
- ❖ Display point totals with calculated marks ... when this preference is set to 'On' two additional columns will appear in the Spreadsheet and Roster tabs: points earned and points possible for each task.
- ❖ Include students enrolled as Teacher Assistant ... when turned 'On' students enrolled as teacher assistants will be displayed at the bottom of the class roster.
- ❖ Use the Enter key to tab ... when turned 'On' allows you to use the enter key to easily move from field to field. This feature only works with Internet Explorer.
- ❖ Edit assignment scores on Spreadsheet tab ... when turned ON it allows you to enter assignment scores directly on the Spreadsheet view.
- ❖ Default comments to be shared ... Comments entered in 'Edit By Student' and 'Edit By Task' may be set to be shared with Profile and ParentConnection. Teacher may turn off the flag for an individual comment, as needed with the 'Edit By Student' and 'Edit By Task' functions.
- ❖ Sort Assignment by due date ... this option allows teacher to toggle Assignment listing by Due Date.
- ❖ When launching Gradebook ... Teachers may set a default term using this preference to either Current Term or any specific term defined. The term may be changed as needed in the 'Show By' option at the top of the main Gradebook screen. It is recommended to leave this option at '**Current Term**'.

*Click the SUBMIT button at the bottom to post (save) your changes (or **Reset** to cancel and start over)*

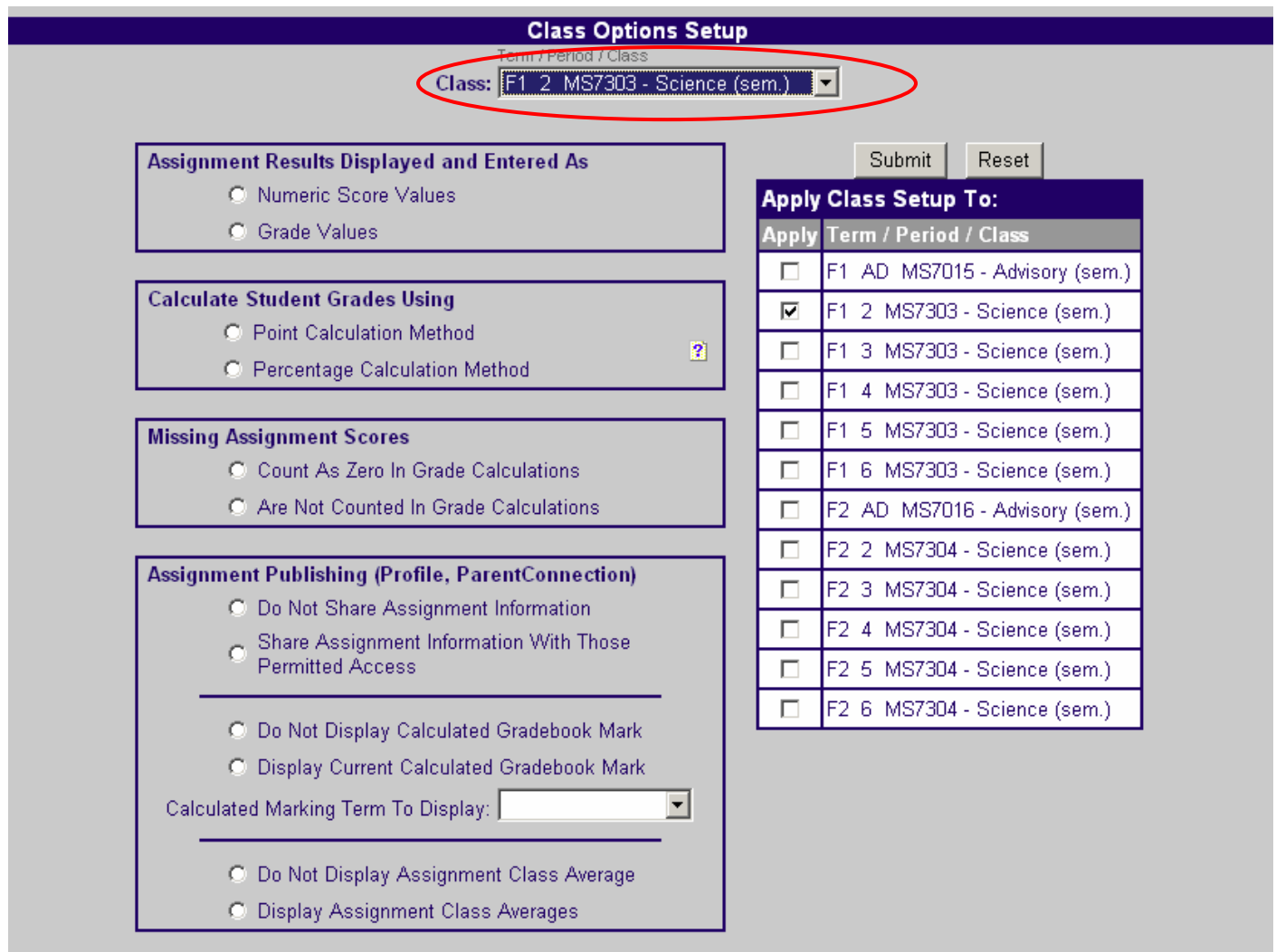
## Class Setup/ Class Options



The image shows a sidebar menu titled "Gradebook Setup". It contains three main sections: "Preference Setup" with "Teacher Preferences", "Class Setup" with "Class Options", "Class Grading Scale", "Assignment Categories", "Scoring Options", and "Copy Class Setup", and "Task Maintenance" with "Add/Edit Assignments" and "Copy Assignments". A red arrow points to the "Class Options" option in the "Class Setup" section.

From the **Gradebook Setup** menu select **Class Setup, Class Options** – determines how scores will be displayed, entered and calculated in a class.

Select the first class to set options for:



The image shows the "Class Options Setup" screen. At the top, there is a dropdown menu labeled "Class:" with the selected option "F1 2 MS7303 - Science (sem.)". Below this, there are several sections with radio button options:

- Assignment Results Displayed and Entered As**
  - ☐ Numeric Score Values
  - ☐ Grade Values
- Calculate Student Grades Using**
  - ☐ Point Calculation Method
  - ☐ Percentage Calculation Method
- Missing Assignment Scores**
  - ☐ Count As Zero In Grade Calculations
  - ☐ Are Not Counted In Grade Calculations
- Assignment Publishing (Profile, ParentConnection)**
  - ☐ Do Not Share Assignment Information
  - ☐ Share Assignment Information With Those Permitted Access
- Calculated Marking Term To Display:** [Dropdown menu]
- ☐ Do Not Display Assignment Class Average
- ☐ Display Assignment Class Averages

On the right side, there is a table titled "Apply Class Setup To:" with columns "Apply" and "Term / Period / Class". The table lists various classes, and the "F1 2 MS7303 - Science (sem.)" row is checked.

Apply	Term / Period / Class
<input type="checkbox"/>	F1 AD MS7015 - Advisory (sem.)
<input checked="" type="checkbox"/>	F1 2 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 3 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 4 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 5 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 6 MS7303 - Science (sem.)
<input type="checkbox"/>	F2 AD MS7016 - Advisory (sem.)
<input type="checkbox"/>	F2 2 MS7304 - Science (sem.)
<input type="checkbox"/>	F2 3 MS7304 - Science (sem.)
<input type="checkbox"/>	F2 4 MS7304 - Science (sem.)
<input type="checkbox"/>	F2 5 MS7304 - Science (sem.)
<input type="checkbox"/>	F2 6 MS7304 - Science (sem.)

## Assignment Results Displayed and Entered As

- ☒ Numeric Score Values
- ☐ Grade Values

### Assignment Results Displayed and Entered as:

- Select **Numeric Score Values** if you wish to display and enter scores as numeric values.
- Select **Grade Values** to display and enter scores as grades. When grade is used to enter a score a percentage value is assigned to the grade. For calculation purposes the percentage value will be midpoint between numeric grades. For example, 4 = 90%, 3= 80% and 2=70% if a student receives a 3 on an assignment then for calculating purposes 85% will be used, the midway point between 4 and 3. If you are choosing to use number marks for score entry, keep this in mind when creating a grading scale for a class. Be aware that if there are disproportionate distances between the minimum percentage values for the number grades in the scale, the final grade calculated may be biased in unexpected ways by the differences in those distances.

	final ex 6/4/2009	ch. 13 h 5/29/2009	test 13 5/28/2009	ch. 13.1 5/21/2009	quiz 5/14/2009	13.2 5/14/2009
>	125	40	99	71	31	20
>	0	0	0	42	17	20
>	125	40	93	72	33	20
>	175	40	74	96	36	20
>	181	40	100	97	34	20
>	144	40	89	68	28	20
>	119	40	90	84	29	20
>	187.5	40	100	97	34	20
>	144	40	79	76		20
>	125	40	100	94	32	20

These two examples show how the same grades will be displayed depending on which option you choose.

Numeric Score Values

Grade Values

	final ex 6/4/2009	ch. 13 h 5/29/2009	test 13 5/28/2009	ch. 13.1 5/21/2009	quiz 5/14/2009	13.2 5/14/2009
>	1	4E	4E	2	3	4E
>	0	0	0	0	0	4E
>	1	4E	4	2	4	4E
>	3	4E	2	4	4E	4E
>	4	4E	4E	4	4	4E
>	2	4E	3	1	2	4E
>	1	4E	4	3	3	4E
>	4	4E	4E	4	4	4E
>	2	4E	2	2		4E
>	1	4E	4E	4	3	4E

## Calculate Student Grades Using

- ☒ Point Calculation Method
- ☐ Percentage Calculation Method



### Calculate Student Grades Using:

There are two methods to calculate grades, **Point Calculation Method** and **Percentage Calculation Method**. Click on the Question Mark for detail explanation and examples.

When setting up a class, Categories (such as Homework, Quizzes, Exams, etc.) will be defined and then Tasks (Assignments) will be defined under each Category. Each Task will be assigned a point value (points possible). Categories and Tasks can also be assigned 'weights', which will determine their relative effect on the final grade. When grades are calculated, the scores earned, points possible, weight values, and grading scale all come into play. There are two methods to calculate the grades, which are chosen in this Option set.

- Point Calculation Method** - When grades are calculated using the Point Calculation Method, all points received by a student and all points possible are each totaled. The total points received by the student are then divided by the total points possible and the grade is assigned based on the resulting percentage. Category weights are simple multipliers when using this grading method. That is, all points possible and received are multiplied by the category weight prior to being added to the sum. (MY SUGGESTION)

- **Percentage Calculation Method** - With the percentage method of calculation, each Category is assigned a weight value that impacts its relative value compared to the whole. A category weighting of 2, for example, where the sum of all category weights is 4, means that this category should count 50% of the final grade (**Area to check if thing seem incorrect...if area weighted 2 (tests are common) they will be considered half of a student's overall grade)**

**Missing Assignment Scores**

☒ Count As Zero In Grade Calculations

☐ Are Not Counted In Grade Calculations

#### Missing Assignment Scores:

- **Count as Zero in Grade Calculations** - Choose this option to give a value of zero (0) to missing assignment scores. This will significantly affect the grade-to-date. This option will enter a zero for future assignments if no score is entered AND the “calculate grades through current date” option is set to the **off** position.
- **Are Not Counted in Grade Calculations** - Choose this option to exclude missing assignment scores from the grade-to-date calculations.

**Assignment Publishing (Profile, ParentConnection)**

☐ Do Not Share Assignment Information

☒ Share Assignment Information With Those Permitted Access

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☐ Do Not Display Calculated Gradebook Mark

☒ Display Current Calculated Gradebook Mark

Calculated Marking Term To Display: Semester 1 High School

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☒ Do Not Display Assignment Class Average

☐ Display Assignment Class Averages

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☒ Do Not Display Assignment Percentage Value

☐ Display Assignment Percentage Value

#### Assignment Publishing (Profile, ParentConnection):

These options determine, on a class by class basis, what Gradebook Assignment information will be published in the Student Profile, ParentConnection and StudentConnection applications.

- A. Missoula County Public Schools policy states that Teacher gradebook will be set to Share Assignments
- B. This option will hide or show the current grade of student in the class. Select Display Current Gradebook Mark to allow parents to see the present grade for their student. For Calculated Marking Term to Display, use the drop-down choices to select the current grading period. For High Schools this would be the current semester, for Middle Schools this would be the current quarter
- C. This option will hide or show the Class Average of the class
- D. This option will display or hide the Assignment Percentage Value

Click the **SUBMIT** button

### To Copy Class Options to other Classes:

Once configured, you may apply the settings to any or all of your classes by checking the **Apply** flag in the **Apply Class Setup To**.

**Submit** changes to save the Class Options

Apply Class Setup To:	
Apply	Term / Period / Class
<input type="checkbox"/>	F1 AD MS7015 - Advisory (sem.)
<input checked="" type="checkbox"/>	F1 2 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 3 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 4 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 5 MS7303 - Science (sem.)
<input type="checkbox"/>	F1 6 MS7303 - Science (sem.)
<input type="checkbox"/>	F2 AD MS7016 - Advisory (sem.)
<input type="checkbox"/>	F2 2 MS7304 - Science (sem.)

### Class Setup/ Class Grading Scale

**Gradebook Setup**

**Preference Setup**

- ☐ Teacher Preferences

**Class Setup**

- ☐ Class Options
- ☒ Class Grading Scale
- ☐ Assignment Categories
- ☐ Scoring Options
- ☐ Copy Class Setup

**Task Maintenance**

- ☐ Add/Edit Assignments
- ☐ Copy Assignments

From the **Gradebook Setup** menu select **Class Setup, Class Grading Scale**. **Class Grading Scale** defines grading scale that will be used in grade calculations for all courses. Grading scale is based on the available mark value set from Zangle Desktop.

**Class Grading Scale Setup**

Term / Period / Class

Class:  [Add/Edit Class Grading Scale](#)

configure the grading scale as desired. Select the classes to apply the scale to on the right. When s  
a Minimum Percent value blank (empty) will omit that mark from the class grading scale. One mark m

Mark Set:

Select 'Add/Edit Class Grading Scale'

Use the pull down menu to select the proper 'Mark Set' for your school

Mark	Minimum Percent
4E	
4	90.0
4-	86
3+	82
3	80.0
3-	76
2+	72
2	70.0
2-	66
1+	62
1	60.0
1-	56
0	0.0
IN	
N	
P	

This box should be left blank except for honors classes

This format is more frequently used for high school...I suggest Letter Grades

Grading Scale must have one mark with the value of Zero.

- ❖ **Grading scale** is customizable by teacher and by course. Different courses may have different grading scales.
- ❖ Grading scale must have one mark with the value of **zero**.
- ❖ No two marks can have the same value.
- ❖ Any mark value you do not wish to use, for example IN, N, P or 4E (which is reserved ONLY for honors classes), **leave blank** once you save the grading scale the mark value will no longer display in your scale.
- ❖ When you have entered your grading scale, press '**Submit**' to save your changes.

**Class Grading Scale Setup**

Term / Period / Class  
 Class: S2 1 MA214B - ALGEBRA 2 Add/Edit Class Grading Scale

nd configure the grading scale as desired. Select the classes to apply the scale to on the right. When submitted, the  
 int value blank (empty) will omit that mark from the class grading scale. One mark must have a Minimum Percent val

Mark Set: HS Final Mark No +/-

Submit Reset Cancel

Mark	Minimum Percent
4E	
4	89.5
3	79.5
2	69.5
1	59.5
0	0.0
IN	
N	
P	

**Apply Grading Scale To:**

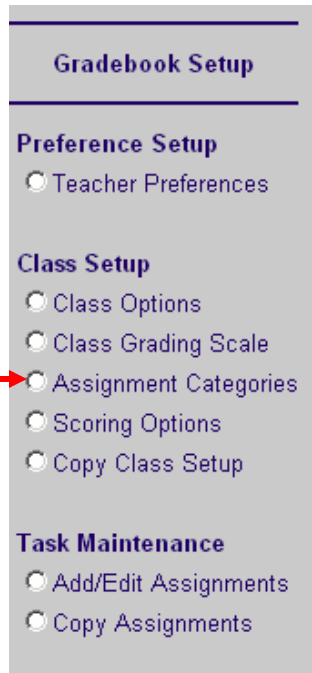
Apply	Term / Period / Class
<input type="checkbox"/>	S1 1 MA214A - ALGEBRA 2
<input type="checkbox"/>	S1 2 MA350A - >ALGEBRA 3H
<input type="checkbox"/>	S1 3 MA005A - ALGEBRA FOUNDATION A
<input type="checkbox"/>	S1 4 MA005A - ALGEBRA FOUNDATION A
<input type="checkbox"/>	S1 6 MA350A - >ALGEBRA 3H
<input checked="" type="checkbox"/>	S2 1 MA214B - ALGEBRA 2
<input type="checkbox"/>	S2 2 MA350B - >ALGEBRA 3H
<input type="checkbox"/>	S2 3 MA005B - ALGEBRA FOUNDATION B
<input type="checkbox"/>	S2 4 MA005B - ALGEBRA FOUNDATION B
<input type="checkbox"/>	S2 6 MA350B - >ALGEBRA 3H

Once configured, you may apply the grading scale to any of your classes – you may do this from the present screen or wait until you get to 'Copy Class Setup' and perform all of the tasks at the same time.

- ❖ Select 'Add/Edit Class Grading Scale'
- ❖ Select the classes you would like the grading scale added to by checking the **Apply** flag in the **Apply Grading Scale To**.
- ❖ Press '**Submit**' to apply grading scale to selected classes



## **Class Setup/ Assignment Categories**



Gradebook Setup

Preference Setup

- ☐ Teacher Preferences

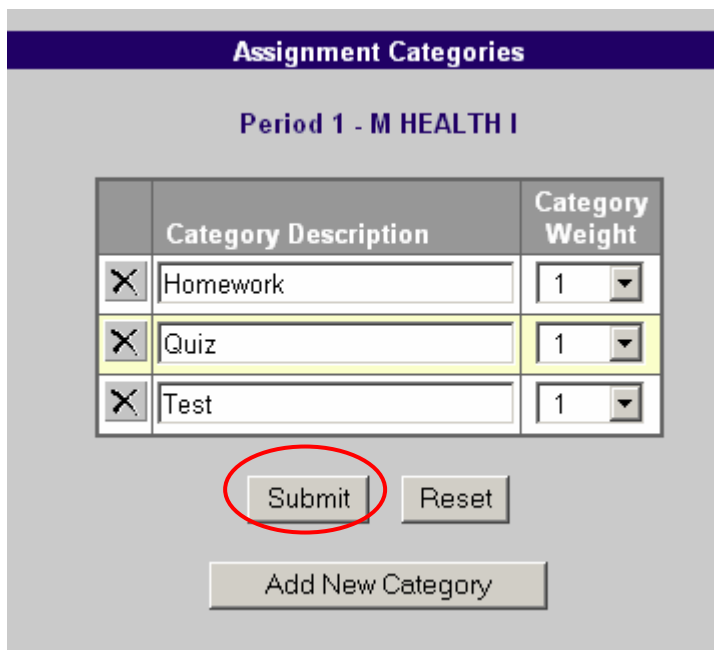
Class Setup

- ☐ Class Options
- ☐ Class Grading Scale
- ☒ Assignment Categories
- ☐ Scoring Options
- ☐ Copy Class Setup

Task Maintenance

- ☐ Add/Edit Assignments
- ☐ Copy Assignments

From the **Gradebook Setup** menu select **Class Setup, Assignment Categories** – define groupings for related tasks called categories. Categories are assigned weight values and can be copied to multiple classes.



**Assignment Categories**

Period 1 - M HEALTH I

	Category Description	Category Weight
X	Homework	1
X	Quiz	1
X	Test	1

**Submit** **Reset**

**Add New Category**

You must have at least one category to hold your assignment or grade. There are no limitations on how many categories you can have.

Submit when finished to save categories.

Assignment Categories are defined for the purpose of grouping related tasks. Each Category is assigned a weight value, which may affect the grade calculations. For example, the 'Test' Category could be set to count twice as much than the other Categories, etc. The default weight value is '1' for all categories, which gives them equal relative weight. At least one Category must be defined for a class before Assignments can be defined in the 'Task Maintenance', 'Add/Edit Assignments'.

\*If no categories have been created for the selected class, a 'No Categories Exist' message will appear on the Setup tab.

**\*\*Remember to use \*Point Calculation Method...with \*Percentage Calculation Method a weight of 2 would result in that category being scored as ½ the student's final grade (explained below).**

❖ Go to '**Add Assignment Categories**'.

\*If there are existing categories, they will be displayed in a table, along with their weight values.

**NOTE:** In the Assignment Categories table you can edit the **Description** and **Weight** fields. You can also delete a category altogether by clicking on the '**X**' delete button. Revisions or deletions from this screen will only be applied to the currently selected class and will not affect any other classes.

**\*\*NOTE:** If the Percentage Calculation method was chosen in Class Options the resulting percentage factors for each Category will be displayed to the right of the Category Weights.



Extra Credit	
Category Description	Extra Credit Limit
<input type="text"/>	Limit extra credit to a maximum of <input type="text" value="1"/> % added to total grade

Note: All assignments in this category will be counted as extra credit added to the student's calculated grade up to the specified maximum amount. This will have no effect on individual assignments flagged as extra credit that will be included in grade calculation within other categories.

Teachers have the ability to define an **extra credit category**. All assignments in this category will be counted as extra credit and added to the student's calculated grade up to the specified maximum amount. **This will have no effect on individual assignments flagged as extra credit that will be included in grade calculation within other categories.** Most teachers choose to use the extra credit flag within the Assignment Categories rather than setting up a specific 'Extra Credit Category'

The extra credit category may be used to increase a student's overall percentage for a given term up to the specified amount. After calculating the student's percentage for the term using the grading method specified in Class Options, the numbers of points received in this category are divided by the number of points possible in this category. That value is then multiplied by the category weight (limit) and divided by 100. This result is added to the student's calculated percentage to arrive at his/her final percentage for the term.

**Note:** Assignments in this category should not be flagged as extra credit. Doing so will add to the student's points received without adding them to the points possible for the category. This may result in undesired results.

Click on **Submit** to save the Assignment Categories.

Once configured, you may apply the assignment categories to any of your classes – you may do this from the present screen or wait until you get to 'Copy Class Setup' and perform all of the tasks at the same time.

## **Class Setup/ Scoring Options**

Gradebook Setup

Preference Setup

☐ Teacher Preferences

Class Setup

☐ Class Options  
☐ Class Grading Scale  
☐ Assignment Categories  
☒ Scoring Options  
☐ Copy Class Setup

Task Maintenance

☐ Add/Edit Assignments  
☐ Copy Assignments

From the **Gradebook Setup** menu select **Class Setup, Scoring Options** *Scoring Options* –provide a consistent mechanism by which Gradebook will use a score value different than what is recorded for a specific Assignment to compute a student's final grade.

- ❖ Choose 'Add Assignment Scoring Options'
- ❖ From the drop down menu select the desired option.

Assignment Scoring Options					
Add New Options		Period 1 - M HEALTH I		Submit	Reset
	Option Description	Score Value % of Entered Value	Ignore Assignment	Spreadsheet Color	
<input checked="" type="checkbox"/>	Count As Zero	<input type="text" value="0"/>	<input type="checkbox"/>	Light Grey	
<input checked="" type="checkbox"/>	Excused from task	<input type="text" value=""/>	<input checked="" type="checkbox"/>	Light Green	
<input checked="" type="checkbox"/>	Incomplete Assignment	<input type="text" value="70"/>	<input type="checkbox"/>	Light Red	
<input checked="" type="checkbox"/>	Late Submission	<input type="text" value="80"/>	<input type="checkbox"/>	Light Blue	
<input checked="" type="checkbox"/>	Specially Scored	<input type="text" value="120"/>	<input type="checkbox"/>	Green	

- ❖ You do not have to use scoring options. If you do select to use this feature when creating the Scoring Option either a value must be in the score value field or a check mark in the Ignore Assignment box.
- ❖ A Scoring Option could be used to exempt a student from an Assignment without a penalty, or to deduct a fixed percentage from the recorded score when an assignment is late, etc. These options can be applied to a score by selecting the name of the option in the **Count As** field for the target score in the score entry tabs of Edit by Student and Edit by Assignment.
- ❖ If no Scoring Options have been defined for the selected class you will get this message: 'No Scoring Options Exist'. If there are existing Scoring Options for the selected class they will be displayed in a table.
- ❖ Once configured, you may apply the Assignment Scoring options to any of your classes – you may do this from the present screen or wait until you get to 'Copy Class Setup' and perform all of the tasks at the same time.

For further instructions on creating new assignment scoring options and how the options are applied, select the help option in the top right corner of the screen.

### **Class Setup/Copy Class Setup**

Gradebook Setup	
<b>Preference Setup</b>	
<input type="radio"/> Teacher Preferences	
<b>Class Setup</b>	
<input type="radio"/> Class Options	
<input type="radio"/> Class Grading Scale	
<input type="radio"/> Assignment Categories	
<input type="radio"/> Scoring Options	
<input checked="" type="radio"/> Copy Class Setup	
<b>Task Maintenance</b>	
<input type="radio"/> Add/Edit Assignments	
<input type="radio"/> Copy Assignments	

From the **Gradebook Setup** menu select **Class Setup, Copy Class Setup**. This allows you to copy completed course setup from one class to another **and** from one semester to another **or** from year to year.

Select desired item to copy from the drop down menu: Class Options, Class Grading Scale, Assignment Categories, Assignment Scoring Options. You will need to select each item separately to copy.

**Class Setup Copy Utility**

**Item To Copy:** Please Select an Item To Copy

- Please Select an Item To Copy
- Class Options**
- Class Grading Scale
- Assignment Categories
- Assignment Scoring Options

Select the class that is already setup and you wish to copy to another.

**Copy From:** Please Select a Class

Year / Term / Period / Class

- Please Select a Class
- 2006 S1 1 HS10014 - Chemistry I
- 2006 S2 1 HS10015 - Chemistry I
- 2005 S1 1 HS10014 - Chemistry I
- 2005 S2 1 HS10015 - Chemistry I

On the left side of the screen will display the setting options for the class you have selected to copy from (the sample below is for **Class Options**).

On the right side of the screen select all the classes you want to apply these setup options.

Click on **copy** to save the setup.

**Copy**

**Copy Class Setup To:**

Apply	Term / Period / Class
<input type="checkbox"/>	S1 1 HS90031 - DL AP Calculus
<input type="checkbox"/>	S1 1 HS90001 - DL German I
<input type="checkbox"/>	S1 1 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 2 HS90041 - DL AP History
<input type="checkbox"/>	S1 2 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 3 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 4 HS90063 - DL AP English Literature
<input type="checkbox"/>	S1 4 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 5 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 6 HS70040 - Teacher Aide
<input type="checkbox"/>	S2 1 HS10015 - Chemistry I

**Assignment Results Displayed and Entered As**  
Numeric Score Values

**Calculate Student Grades Using**  
Point Calculation Method

**Missing Assignment Scores**  
Count As Zero In Grade Calculations

**Assignment Publishing (Profile, ParentConnection)**  
Share Assignment Information With Those Permitted Access

Display Current Calculated Gradebook Mark  
Calculated Marking Term To Display:

Display Assignment Class Averages

## Task Maintenance/ Add/Edit Assignments

### Gradebook Setup

#### Preference Setup

☐ Teacher Preferences

#### Class Setup

- ☐ Class Options
- ☐ Class Grading Scale
- ☐ Assignment Categories
- ☐ Scoring Options
- ☐ Copy Class Setup

#### Task Maintenance

- ☒ Add/Edit Assignments
- ☐ Copy Assignments

From the **Gradebook Setup** menu select **Task Maintenance, Add/Edit Assignments**

**Assignments** – are classroom tasks for which students will receive scores. These are the core building blocks of a Gradebook. All Assignments are grouped in pre-defined Categories. Assignments created may be applied or copied to other course sections.

**Note:** Keep in mind the application is date driven meaning the system knows by the assignment due dates which term the assignment will display.

**Note:** Since it is possible to create Assignments for one class and copy them to other classes, there may be existing Assignments displayed when the screen is activated for the selected class, as in the illustration below. If there are no Assignments defined for the class, a 'No assignments' message will display.

**Class Assignment Maintenance**

Term / Period / Class  
Class: S1 1 HS10014 - Chemistry I [Add Assignments](#)

**Apply Added Assignments To:**

Apply Term / Period / Class	
<input checked="" type="checkbox"/>	S1 1 HS10014 - Chemistry I
<input type="checkbox"/>	S1 1 HS90001 - DL German I
<input type="checkbox"/>	S1 1 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 2 HS90041 - DL AP History
<input type="checkbox"/>	S1 4 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 5 HS70040 - Teacher Aide
<input type="checkbox"/>	S1 6 HS70040 - Teacher Aide

Note: Assignments will only be added to selected classes with matching category descriptions. All assignments must have valid due date, category, description, points possible and task weight to be saved.

Date Due	Category	Description	Short Description	Pts Poss	Task Wt	Details
01/20/2006					1	
Extra Credit: <input type="checkbox"/> Not Graded: <input type="checkbox"/> Final Exam: <input type="checkbox"/>						
01/20/2006					1	
Extra Credit: <input type="checkbox"/> Not Graded: <input type="checkbox"/> Final Exam: <input type="checkbox"/>						

**To add an Assignment:** to the selected class click on the 'Add Assignments' link in the Existing Assignment page. This action will open the Adding New Assignments dialog screen. Initially all fields will be blank, except the Task Wt field. Use the Tab key to move from field to field. *Note: Due Dates, Points Possible, Description and Short Description are necessary for the application to perform correctly.*

**Apply Added Assignments To:** Assignments created in this screen can be applied to other course sections. Put check marks in the **Apply** checkboxes at the top to designate the other classes to receive the assignment definitions.

**Date Due** The date the Assignment is due, in conjunction with other class and assignment configuration items, dictates when it is included in the student's calculated grade (defaults to Today's Date). The Due Date must fall within the date range of the term of the selected class. The date can be entered manually using the DD/MM/YYYY format or you can enter the date by clicking on the calendar icon to open up a pop-up calendar.

**Category** The assignment category is used to group like assignments together. It becomes especially significant when utilizing the Percent Calculation Method for grading where percentages are calculated within each category and are then weighted in arriving at the overall grade.

**Description** The assignment description should be used to uniquely identify each task. Consistency of values entered for this field is important when students transfer between sections of a course. It is this assignment description that the Gradebook attempts to match with the student's previously scored assignments from their prior enrolled section to automate transfer of scores. This is true even when the student is transferring between different instructors.

**Short Description** The short description is substituted for the full assignment description in various screens and reports where space is at a premium. An example of this is the Spreadsheet Tab that utilizes the short descriptions for the assignment column headings. When the short description is used on a screen, holding the mouse over its value will display the full description along with other pertinent information.

**Pts Possible** The points possible, along with the score awarded to a student for the task, are used to calculate the student's performance level for each assignment. The value is also significant, combined with the assignment weighting, in determining an assignment's relative level of importance within a category or class.

**Do I have to enter points possible for extra credit assignments? Yes!** The points possible for assignments flagged as extra credit are not included in grade calculations. They are, however, shared in other applications such as ParentConnection and the Student Profile to indicate a student's level of achievement on that particular task. Parents will see that an assignment is extra credit, but will also be informed as to the potential amount of extra credit value their student could have received.

**Task Weight** The task weighting value acts as a simple multiplier. When greater than 1, both the points possible and the score awarded to a student are multiplied by the task weight during grade calculations. Using task weighting provides a simple means of maintaining consistent points possible on assignments throughout the term while varying the level of importance of specific tasks. Up to three decimal places are allowed. (An alternative to percentage or point weights. This gives you more control over when to add the extra weight).

**Details** Assignment details are provided to share greater levels of information with others. The details can be used, for example, by parents through the use of ParentConnection in assisting their student or determining specific areas

Date Due	Category	Description	Short Description	Pts Poss	Task Wt	Details
<input type="checkbox"/> 08/30/2005	Quiz	Periodic Table Quiz	Per. Table	20	1.0	<input type="checkbox"/> Extra Credit: <input type="checkbox"/> Not Graded: <input type="checkbox"/> Final Exam: <input type="checkbox"/>
<input type="checkbox"/> 09/01/2005	Homework	Bookcover	Bkcover	10	1.0	<input type="checkbox"/> Extra Credit: <input type="checkbox"/> Not Graded: <input type="checkbox"/> Final Exam: <input type="checkbox"/>

**New Feature – Final Exam** – The final exam flag is simply an indication of what assignment is the final exam.

## Task Maintenance/Copy Assignments

**Gradebook Setup**

**Preference Setup**

☐ Teacher Preferences

**Class Setup**

☐ Class Options

☐ Class Grading Scale

☐ Assignment Categories

☐ Scoring Options

☐ Copy Class Setup

**Task Maintenance**

☐ Add/Edit Assignments

☒ Copy Assignments

From the **Gradebook Setup** menu select **Task Maintenance, Copy Assignments**

**Copy Assignments** – assignments will only be added to selected classes with matching category descriptions.

**Assignment Copy Utility**

Year / Term / Period / Class

**Copy From:** 2006 FY 3 MS7301 - Science

**Copy Assignments To:**

Apply Term / Period / Class	Apply Term / Period / Class
<input type="checkbox"/> F1 2 MS7303 - Science (sem.)	<input type="checkbox"/> F2 4 MS7304 - Science (sem.)
<input type="checkbox"/> F2 2 MS7304 - Science (sem.)	<input type="checkbox"/> F2 5 MS7304 - Science (sem.)
<input type="checkbox"/> F2 3 MS7304 - Science (sem.)	<input type="checkbox"/> F2 6 MS7304 - Science (sem.)

Note: Assignments will only be added to selected classes with matching category descriptions.

<input type="button" value="Uncheck All"/>	<input checked="" type="checkbox"/>	Date Due	Category	Description	Pts Poss	Task Wt	Details
	<input checked="" type="checkbox"/>	08/31/2005	Homework	Eboard Science Clues (Eboard)	100	1	
				Extra Credit: Not Graded: Final Exam:			
	<input checked="" type="checkbox"/>	09/01/2005	Journal	Journal 1-3 (Journal 1-3)	100	1	
				Extra Credit: Not Graded: Final Exam:			
	<input checked="" type="checkbox"/>	09/06/2005	Homework	Tissue Box (Tissue box)	100	1	
				Extra Credit: ✓ Not Graded: Final Exam:			
	<input checked="" type="checkbox"/>	09/07/2005	Homework	Nature of Matter introduction (Nature of Matter)	100	1	
				Extra Credit: Not Graded: Final Exam:			

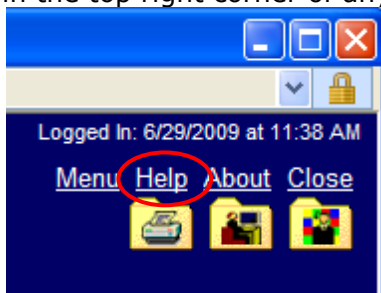
- ❖ Select the source class in the **Copy from** field. Check the appropriate classes to **Copy Assignments to**.
- ❖ The assignments to copy defaults to all, use the **Uncheck All** button to deselect all assignments or uncheck those that you do not wish to copy.

**Note:** When copied, Gradebook will attempt to calculate the Due Date for the assignment:

If copied from the current school year, the application calculates the number of days from the start of the source class term to the Due Date of the assignment and applies the same number of days from the starting term of the target class.

If copied from a previous year, the application calculates the number of days from the start of the school year and applies that same number of days from the current start of school to arrive at a new Due Date. In either case, the calculated Due Date is then checked to determine if it falls within the term of the target class. If it does, it is recorded. If it does not, the Due Date is changed to be the last day of the target class' term.

Most of the information contained in this document is available from the 'Help' document. To access the help document press the 'Help' button in the top right corner of any of the Zangle Connection screens.



To get more information on setting up your Gradebook, access the online training videos.

<http://www.mcps.k12.mt.us/portal/Staff/ZangleSupportStaff/Training/tabid/1053/Default.aspx>

or

The following is a link to an online video for setting up gradebook. The training video was produced by the St. Clair County Regional Educational Service Agency in Michigan. Though many of the steps do not pertain to our district, you may find the video helpful in setting up your gradebook.

<http://windowsmedia.sccresa.org/projects/zangle.wmv> 26 minutes long